Job Title: Mechanic III

Department: Municipal Services

Immediate

Supervisor: Mechanic Foreman

Origination Date:	07/01/2001
Revision Date:	07/01/2012
Job Grade	807
FLSA Status	Non-exempt

BRIEF DESCRIPTION OF THE JOB:

Performs specialized skilled journey-level mechanical and technical work in the maintenance of heavy trucks, earth moving, and related construction equipment including autos, parks mowers, road graders, gasoline and diesel powered tractors, garbage trucks and dump trucks. Assignments involving the skilled repair of fire equipment are also assigned to this class because of the specialized nature of the equipment.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	VH	Performs journeyman level repairs and welding on municipal equipment, inspects and diagnoses reported problems, informs shop foreman of required parts and supplies needed for repair, inspects repairs on completion and completes necessary documents for entering into Fleet Management Information System.
2	M	Maintains the shop area by inspecting and cleaning tools and equipment, emptying trash and recycle bins, sweeping and mopping floors.

JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education/ Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum three years experience in a related field.
Certifications and Other Requirements	Valid Class A Commercial Driver's License with Tanker Endorsement, ASE Master Auto Tech or ASE Master Truck Tech or Level I Emergency Vehicle Tech.
Reading	Work requires the ability to read technical manuals, interdepartmental memos and Grant information.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write memos and reports that can be used for Council presentation.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure. An example would be a "II" advising a "I".
Policy/Decision Making	Moderate - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts may be reviewed prior to being finalized.
Technical Skills	Broad Application - Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of programs, solutions for complex issues, and/or processes. Independent judgment and decision-making abilities may be necessary to apply technical skills effectively.
Interpersonal/Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

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Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical	Frequency Code	Description:	Physical	Frequency Code	Description:
Demand	(Mark only one)	(Check all that apply)	Demand	(Mark only one)	(Check all that apply)
Standing	□ N □ R □ O □ F 区	☐ Making presentations ☐ Observing work site ☒ Observing work duties ☐ Communicating with co-workers	Pushing/ Pulling	□ N □ R ☑ O □ F □ C	☐ File drawers ☑ Equipment ☐ Tables and chairs ☐ Hoses
Fine Dexterity	□N □R □O ⊠F □C	☑ Computer keyboard☑ Telephone keypad☑ Calculator☐ Calibrating equipment	Climbing	□ N □ R □ O ⊠ F □ C	☐ Stairs ☑ Ladders ☑ Step stools ☑ Onto equipment
Walking	□ N □ R □ O □ F ⊠ C	☐ To other departments/offices ☐ Around work site	Vision	□ N □ R □ O □ F ☑ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N □ R □ O ⊠ F □ C	⊠ Supplies ⊠ Equipment □ Files	Foot Controls	□ N □ R □ O ⊠ F □ C	☑ Driving☑ Operating heavy equipment☐ Operating Dictaphone
Carrying	□N □R □O 図F	⊠ Supplies ⊠ Equipment □ Files	Balancing	□ N □ R □ O ⊠ F □ C	☒ On ladders☒ On equipment☒ On step stools
Sitting	□N □R 図 O □ C	☑ Desk work ☐ Meetings ☑ Driving	Bending	□ N □ R □ O ⊠ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground ☐ Making repairs
Reaching	□N □R □O ⊠F □C	☑ For supplies ☐ For files	Crouching	□ N □ R □ O ⊠ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□N □R □S □S □C	☑ Paperwork ☐ Monies	Hearing	□N □R □O ⊠F □C	☑ Communicating via telephone/radio, to co-workers/public☑ Listening to equipment
Kneeling	□ N □ R □ O ⊠ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⊠ F □ C	☐ From computer to telephone ☐ Getting inside vehicle
Crawling	□ N □ R ⊠ O □ F □ C	☐ Under equipment☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⊠ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

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Physical Demands (continued)									
Machines, Tools, Equipment and Work Aids:									
Air powered tools, hand tools, bench mo			nd han	d held), C	Cutting torche	s, Wel	ders, Battery t	esters,	Engine
Diagnostic tools, Jacks and Lifts, Air Co	nditioning mac	hines, Drill Pre	ess, Hy	draulic P	ress, Band S	aw, Tire	e Mounting an	d Bala	ncing
Machines, Aerial and Pumping Fire App	aratus, Digital	Camera.							
Computer Equipment and S	oftware:								
Faster Work Order Management System	, Microsoft Off	ice Software, L	otus N	Notes, Co	mputer.				
Environmental Factors:									
Environmental Conditio	ne	Never	Sea	sonally	Several T	imes	Several Ti	mes	Daily
Environmental Conditio	113	Ticver	Bear	Sonarry	Per Moi		Per Wee		Dairy
Extreme temperature		_					_		_
(heat, cold, extreme temp. changes fro	om outside								\boxtimes
work) Wetness and/or humidity									
(bodily discomfort from moisture)				X					
Respiratory hazards									X
(fumes, gases, chemicals, dust and did Noise and vibration	rt)	+ -			_				
(sufficient to cause hearing loss)							\boxtimes		
Physical hazards				_					
(high voltage, dangerous machinery, prisoners, patients – <u>not customers</u>)	aggressive								\boxtimes
prisoners, patients – <u>not customers</u>)			1						
Health and Safety Condition	s:								
Health and Safety Conditions	N = Never	R = Rarel			casionally		Frequently		Constantly
	Never	Less than			more of		n 1/3 to 2/3		or more of
Mechanical hazards	occurs	hour per we	ек	tne	time	OI	the time	τ	he time
Chemical hazards							\boxtimes		
Electrical hazards					\boxtimes				
Fire hazards							X		
Explosives					×				
Communicable diseases		X							
Physical danger or abuse	X								
Other (specify)									
Primary Work Location: ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhood Centers ☐ Outdoors ☐ Other (Specify)									
Protective Equipment Requi		loves.							
Surery 500ts, Surery glasses, hearing pro	comon, work g	10 / 00.							

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Job Demands

Overall Strength Demands:

Overall Strength Demands				
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.			
Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.				
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.			
⊠ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.			
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.			

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures		×		
Emergency Situations		×		
Frequent Change of Tasks	×			
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	X			
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work	×			
Noisy/Distracting Environment	×			
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

Job Title of Department Director

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and demands of this job.	its attachments and find it to be an ac	curate description of the
	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date

Comments:

Signature of Department Director

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.